



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX  
FORT KNOX, KENTUCKY 40121-5000

Expires 15 September 2007

IMSE-KNX-SO (385)

15 September 2005


MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters  
Commanders, Fort Knox Partners in Excellence  
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: USAARMC Policy Memo No. 9-05 – 15-Passenger Van Driver Improvement Course

1. Several Army motor vehicle accidents have occurred this fiscal year involving 15-passenger vans. The majority of the accident investigations identified human error as a factor in causing the accident. It is essential that all personnel who operate a 15-passenger van be properly trained in its operation. The Armor Branch Safety Office (ABSO) has procured a Driver Improvement Course that will train personnel in the following areas: operating differences between 15-passenger vans and standard passenger vans; risks associated with driving 15-passenger vans and steps to avoid these hazards; operating a 15-passenger van both on the road and in tight parking lots; and pre-trip vehicle inspection.
2. This Driver Improvement Course includes a student disk and an instructional disk. The student disk is an hour long, self-paced, fully-narrated CD-ROM which is designed to train the operator without the need of an instructor. The instructor disk is designed to support instruction in a classroom setting. Upon successful completion of the test, a personalized Certificate of Completion may be printed.
3. All personnel who operate a 15-passenger van are required to complete the Driver Improvement Course NLT 31 October 2005. During a general dispatch of a 15-passenger van, Transportation Motor Pool (TMP) will require all operators to have in their possession a Certificate of Completion. For those 15-passenger vans that are permanently assigned to a unit, the commander, director, or chief will ensure all operators have a Certificate of Completion.
4. POC for this action is Mrs. Betty Saxon, phone 624-4306 or [Betty.Saxon@knox.army.mil](mailto:Betty.Saxon@knox.army.mil).

FOR THE COMMANDER:

  
MARK D. NEEDHAM  
COL, AR  
Garrison Commander

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DCG, USAARMC